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5 April 1983

MEMORANDUM FOR: Members of the Annexes Committee
Fine Arts Commission

FROM: [REDACTED] Chairman, Fine Arts Commission

SUBJECT: Merger of Headquarters Work Environment
Committee and Annexes Committee

1. Since the retirement [REDACTED] the Annexes Committee has been without a chairman. The work you did during the weeks prior to his departure gave the rejuvenated Annexes Committee considerable momentum, and in the search for a replacement chairman I was anxious to ensure that the momentum was not lost.

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2. It had seemed to me for some time that the missions of the Annexes Committee and the Committee on Work Environment, which concentrates on the Headquarters Building, were quite similar. The emphasis of the excellent report which the Annexes Committee presented a few months ago was clearly along lines quite compatible with the work previously done at Headquarters by Work Environment. Logic seemed to argue for a merger of the two efforts. This was proposed to the Fine Arts Commission and was approved at the meeting of 14 March 1983.

3. [REDACTED] had previously accepted the chairmanship of the Work Environment Committee and has graciously accepted the enlarged responsibilities created by this merger.

[REDACTED] although newly appointed to the Commission, has a long standing interest in our program and had been very active for many months in his role as the DDI representative to the Commission. I know you will enjoy working with him; he can be reached [REDACTED] We will retain the title "Work Environment Committee," and expand its charter to include the work environment in all the Agency buildings in the Washington area.

4. [REDACTED] will be calling a meeting of the committee in the near future. In the meantime, I want to establish a pattern which will ensure the continuity of this effort for the future. In an organization like ours, there is a certain amount of personnel movement which is inevitable and which will, in time, move some of you from your present buildings to other locations. In order to avoid leaving your building unrepresented on this important committee, I would like to ask each of you to make it your responsibility to identify an appropriate successor before you leave the building you now represent. The person selected should be formally nominated by the senior manager who

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designated you, but if you will also let [] know who is to
succeed you we can close the loop with the appropriate manager.

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5. [] and I both look forward to working with you to
make this new, larger committee an effective mechanism for
continuing improvement in the working environment of CIA
personnel, wherever they may be located in the Washington area.

6. For your information, the next FAC meeting will be held
11 April at 11:00 AM in 7D32, Headquarters. You will certainly
be welcome if you wish to attend.

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(5 April 1983)

Distribution:

Original - file

copy to each member of Annexes Committee

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